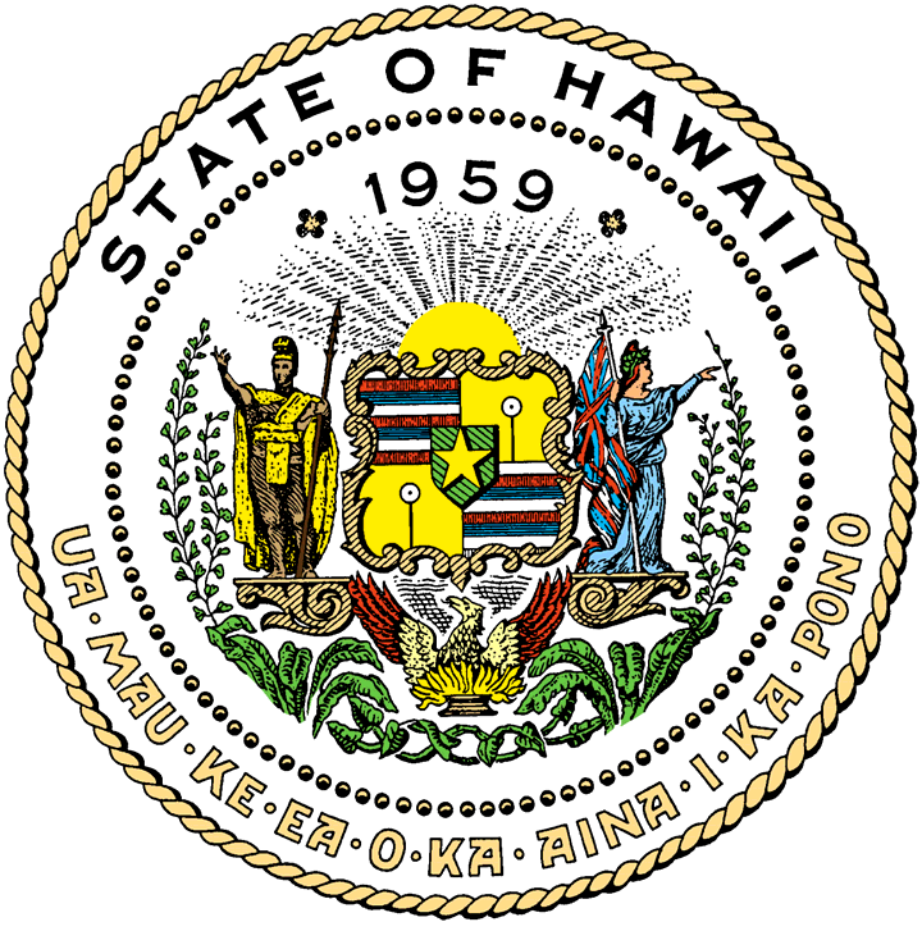

MASTER TABLE OF CONTENTS

December 2003

Department of Accounting and General Services
Information and Communication Services Division

Information Technology Standards

MASTER TABLE OF CONTENTS

		NUMBER	EFFECTIVE
1.	**BACKGROUND**		
	Information Technology Standards Overview	01.00	12/01/03
	Guidelines for Writing Standards	01.01	12/01/03
2.	**ORGANIZATION OF IT**		
	IT Responsibility	02.01	**
	History of IT In Hawaii	02.01.01	*06/01/86
	ICSD Organization Chart	02.02.02	*06/01/86
	IT Policy Documents	02.02	**
	Administrative Directive 77-2	02.02.01	*06/01/86
	Administrative Directive 87-01	02.02.02	**
	ICS 90-01	02.02.03	**
	ACT 126	02.02.04	**
3.	**GENERAL SERVICES AVAILABLE TO USERS THROUGH THE ICSD**		
	Systems Problem Management, A User's Guide	03.01.04	*05/01/01
	Laser Standards and Procedures	03.02	12/01/03
	CMA SPOOL Usage Standards and Procedures	03.03	12/01/03
	Host Consolidated Server Standards	03.04	**
	Host IP Standards	03.05	**
	Assistance Center Services	03.06	**
	General Software Standards:		
	Security	03.08	**
	Inventory	03.09	**
	Piracy Protection	03.10	**
4.	**HARDWARE AND SOFTWARE ACQUISITION**		
	Acquisition of Hardware and Software	04.04	*06/01/89
	Self-maintenance Policies and Procedures	04.05	**
	Maintenance Contracts for Equipment	04.06	**
	IBM Mainframe & SP2	04.06.01	**
	PC & Workstations	04.06.02	**

		NUMBER	EFFECTIVE
5.	**DATA COMMUNICATIONS AND NETWORKS**		
	HAWAIIAN Policies, Connectivity Procedures, Standards And Configuration	05.00	**
	NGN Policies, Connectivity, Procedures, Standards and Configuration	05.01	**
	CICS Naming Conventions & Work Area Policies	05.02	*06/01/86
	CICS Design Development, Testing, and Implementation Guidelines	05.03	**
	Desktop Standards	05.04	**
	PC LAN Standards	05.05	**
	Web Policies	05.06	**
	Web Page Design	05.07	**
	Geographical Information Systems (GIS) Policies and Standards	05.08	**
6.	**DATA DICTIONARY/DATA BASE**		
	Predict	06.01	*05/01/89
	ADABAS	06.02	*03/01/91
	DB2	06.03	**
	Oracle	06.04	**
7.	**COMPUTER OPERATIONS**		
	Data Preparation Services	07.04	*04/15/94
	Production Job Documentation Standards	07.05	05/01/01
	Tape Library Management Systems (TLMS)	07.06.01	*01/16/91
	Testing Programs and Jobs Streams	07.10	**
	Off Site Storage of Critical Files	07.11	**
8.	**SECURITY**		
	Computer and Network Resources Acceptable Use Policy	08.00 (In Draft)	09/01/01
	Information Technology Security Overview	08.01	12/01/03
	Information Security	08.02	05/01/01
	Personal Computer Data Security	08.03 (In Draft)	04/01/01

		NUMBER	EFFECTIVE
	Network Security	08.04	12/01/03
	Data Security Procedures and Forms	08.05	**
	Physical Security	08.06	**
	Physical Security Procedures and Forms	08.07	**
	Personnel Physical Security	08.08	**
	Confidentiality and Privacy of Information	08.09	**
9.	**PROJECT MANAGEMENT/PLANNING**		
	Overview	09.01	**
	Project Management Standards	09.02	**
	Planning (DIPIRM) Standards	09.03	**
	Project Viability Assessment (PVA) Guidelines	09.04	**
10.	**SYSTEMS DEVELOPMENT**		
	Overview	10.01	**
	Service Request Procedures	10.02	**
	Standard Systems Development Methodology (SSDM)	10.03	121/01/03
	Guidelines for Application Placement	10.04	**
11.	**PROGRAMMING**		
	Host Mainframe Program Planning and Design	11.01	05/01/01
	Job Control Language (JCL and OS Naming Conventions)	11.02	12/01/03
	Central Site Job/Scan Utility Standards	11.02.02	*06/07/89
	TSO/ISPF Standards and Guidelines	11.03	*06/01/88
	Utilities:		
	PANVALET Users Guide	11.04.01	05/01/01
	Central Site Sort/Merge Utility Standards	11.04.03	*07/01/88
	COBOL/VS CA-Optimizer	11.04.06	*08/01/86
	Code-1 Conventions and Guidelines	11.04.07	*12/01/91
	STERLING-280-II (VISION)	11.04.08	*07/01/93
	Statistical Software: SAS	11.05.01	*01/01/87
	Easytrieve Standards	11.07	**
	Powerbuilder Standards	11.09	**
	COBOL Standards and Conventions	11.10	12/01/03
	DCD-III Guidelines	11.10.01	*07/31/89
	Natural Standards and Conventions	11.11	*01/01/91

		NUMBER	EFFECTIVE
	SPEED II Language Conventions	11.12	*01/01/87
	APPX Standards and Conventions	11.13	**
	Hourglass Standards and Conventions	11.14	**
	PL/I Language Conventions	11.16	**
	VSAM Standards	11.17	12/01/03
12.	**CONTRACTUAL DOCUMENTS**		
	Contracting Overview	12.00	**
	RFP Boilerplate	12.01	**
	RFP Evaluation Boilerplate	12.02	**
13.	**FORMS**		
	Forms Overview	13.00	**
15.	**OFFICE AUTOMATION**		
	Office Automation Standards	15.01	*01/01/87
	Word Processing	15.02	**
	Spreadsheet	15.03	**
	Other Office Suite Products	15.04	**
	Email: Lotus Notes Standards	15.05	**
	Calendaring	15.06	**
	Publishing	15.10	**

ATTACHMENTS: VENDOR MATERIALS

LEGEND:

- * In DP Standards Reference Set Manuals – To be Updated
- ** To be Developed for IT Standards